

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1414

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

UNIVERSITY OF MARYLAND SYSTEM
UNIVERSITY OF BALTIMORE

INTERNATIONAL STUDENT OFFICE

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>INTERNATIONAL APPLICANT AND STUDENT/FACULTY/STAFF FILES</u></p> <p>applications, transcripts, test scores, recommendation letters, financial documents, visa/immigration documents, individual correspondence, counseling notes, interoffice correspondence</p>	<p>screen annually, enrolled student/faculty/staff files transferred to registrar's office; non-enrolled or non-admitted applicant files retained for three years and then destroyed</p>
2	<p><u>CORRESPONDENCE</u></p> <p>letters, memos, international educational exchange, study abroad, community resources, cultural videos, books and maps</p>	<p>screen annually, retain correspondence until complete, transfer to registrar's office or destroy. retain reference materials until superseded, then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

Nov. 26, 91X

President

Date

Signature

Title

Date

State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM		2. DIVISION UNIVERSITY OF BALTIMORE		3. UNIT INTERNATIONAL STUDENT OFFICE	
DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE INTERNATIONAL APPLICANT AND STUDENT/FACULTY/STAFF FILES				5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1991</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This series contains applications, transcripts, test scores, recommendation letters, financial documents, visa/immigration documents, individual correspondence, counseling notes, and interoffice correspondence. It documents admission, enrollment and counseling records.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 24.0 NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Charles Hall 1st. Floor Room 121		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Federal and State Privacy Acts		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Enrolled student/faculty/and staff files transferred to registrar's office after annually screening. Non-enrolled or non-admitted applicant files retained for three years and then destroyed.			
19. NAME AND TITLE OF PREPARER Wendy Burgess International Student Advisor		20. TELEPHONE NUMBER (410) 625-3157		21. DATE 11/25/91	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM		2. DIVISION UNIVERSITY OF BALTIMORE		3. UNIT INTERNATIONAL STUDENT OFFICE	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE CORRESPONDENCE				5. EARLIEST YEAR/LATEST YEAR <u>1975</u> TO <u>1991</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This series contains letters, memos, international educational exchange, study abroad, community resources, cultural videos, books and maps. It documents programs and services available to international students.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input checked="" type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) Books, maps		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Charles Hall, 1st Floor, Room 121			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Screen annually, retain correspondence until complete. Transfer to Register and or destroy. Retain reference materials until superseded, then destroy.		
19. NAME AND TITLE OF PREPARER Wendy Burgess International Student Advisor		20. TELEPHONE NUMBER (410) 625-3157		21. DATE 11/25/91	